

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-51</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/28/09</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION U S Trustee Program (USTP)			
3 MINOR SUBDIVISION Executive Office of U.S. Trustees			
4 NAME OF PERSON WITH WHOM TO CONFER Michael F Leamon <i>[Signature]</i>	5 TELEPHONE NUMBER 202-616-1023	DATE <i>9 NOV 10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>9/24/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>[Signature]</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Significant Accomplishments Reporting System (SARS)</p> <p>The automated Significant Accomplishments Reporting System (SARS) was developed to capture certain Program efforts in the areas of civil enforcement, case administration, special litigation activities, and other areas of importance</p> <p align="center">SEE ATTACHED</p>		

Department of Justice, Executive Office of U.S. Trustees: Significant Accomplishments Reporting System (SARS)

~~1. Inputs~~

SARS receives basic case data from the USTP Automated Case Management System (ACMS); however, the majority of the information is manually entered by USTP staff.

Disposition TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in SARS and is no longer needed.

GRS 20, item 2

2. Master File

One record is created for each bankruptcy case where one or more significant actions have occurred. For each case, there may be multiple actions and sub-actions.

SARS stores case number, debtor name and chapter number. In addition, USTP staff manually enters certain informal and formal actions in the system, the result of each action and the impact of each action on the bankruptcy case. Actions are categorized under the areas of civil enforcement, debtor identification, creditor abuse, case administration, special litigation activities and other areas of importance.

Disposition TEMPORARY, cut off when case is closed. Destroy/delete 20 years after cutoff.

~~3. Outputs~~

SARS data is output to a Business Object Report Universe for overall reporting on USTP data. No data is routinely shared from SARS with systems outside of the USTP.

GRS 20, items 4 & 5

The data in SARS largely supports the Program's Annual Report of Significant Accomplishments which is posted to the DOJ public website. SARS also has numerous internal status reports for staff to track activity and quality review entries.

withdrawn for
re-submission -
see email 6/4
RF

~~Disposition: TEMPORARY, destroy/delete when no longer needed for business purposes.~~

~~4. System Documentation~~

~~Disposition: TEMPORARY, destroy/delete when superseded or obsolete.~~

GRS 20, item 11(a)(1)